



# Facility Use Agreement

## Security Deposit & Rental Fees:

Separate checks are required for the clean up/damage deposit and rental fee. To secure this request, the deposit check and rental fee must accompany this application.

**Security Deposit:** A security deposit of \$150.00 must be submitted with this rental application. Organizations that will utilize the clubhouse weekly or monthly may write one check that will be held for the calendar year. The clubhouse will be inspected following the event, if the clubhouse and surroundings are clean and there is no damage, the security deposit check will be returned. The applicant will be notified if the deposit will be held to pay for further cleaning or repairs.

**Rental Fees:** A check for rental fees must accompany this rental application. This check(s) will not be processed (deposited) until after the event. If the event is cancelled at least two (2) weeks prior to the scheduled event, all fees will be returned. Cancellations received less than two (2) weeks prior to the event will incur a 10% processing fee.

## **Facility Use Rules:**

1. I agree to indemnify and hold harmless the Windsor Forest Homeowners Association (WFA), its agents, and employees from liability for any injuries incurred to users, participants, spectators, officials, players, or personal property during the period of use of the Facility.
2. If requested by the WFA, an applicant must submit evidence of insurance such as a copy of a homeowner's insurance policy, a document from the insurance company explaining the type, amount and period of coverage or a certificate of insurance.
3. No items or fees may be offered for sale, such as souvenirs, admission et., without written authorization from the WFA.
4. Use shall not begin prior to reservation time and shall end at the designated time.
5. The User shall pay all damages to Facility and surrounding property, litter pick up, and for any other charges that may be incurred as a result of using the Facility.
6. The WFA reserves the right to stop/prohibit use at anytime.
7. Cancellations due to weather, shall be made at least three hours prior to the event by either WFA or the User by providing verbal notice to the contact person.

8. Approved facility capacities may not be exceeded.
9. Empty food and beverage containers, paper products, decorations, and any other trash must be placed in trash containers and removed prior to vacating premises.
10. The use of tape or other adhesive products, staples, tacks, or nails on doors, walls, or windows, or ceilings, is forbidden.
11. Groups with large numbers of children (under 18) must keep their group within the assigned area. Proper adult supervision is required, ratio of adults to children is 1:15.
12. No controlled substances are permitted at the Facility or surrounding property of WFA.
13. Any payment required is due in full when Facility Use Agreement is submitted.
14. All vehicles must be parked in designated parking areas only.
15. If the facility is rented by a WFA member, the member must be on site at all times during the event .

I have read and understand the Facility Use Rules and agree to abide by them. I understand that failure to follow the rules will result in the loss of my deposit. I understand that I must pay for all repairs to damaged equipment or furniture. I will report all damage and return the key immediately after the event.

Signature \_\_\_\_\_ Date \_\_\_\_\_